Birla Institute of Technology & Science, Pilani

Pilani Campus (**An Institution of Eminence**)

Dr. Ashish Gupta, Deputy Registrar

Ref No. REV/PSRN/P3598

Date: 23 February 2023

Mr. Vikas Sharma
Assistant Manager
HR-Section

Through: Proper Channel

Dear Mr. Vikas Sharma

We are pleased to inform you that, after considering the recommendations of the Committee charged with the task of a comprehensive review of non-teaching staff in the Institute, it has been decided to promote you to level **10** with a revised designation of **Deputy Manager** w.e.f. 01-Jan-23.

Please be informed that your revised Basic Pay w. e. f. 01-Jan-23 will be Rs.67000 and your next increment will be due on 1-Jan-2024 and thereafter 1st of Jan every year

You will be governed by the service rules of the Institute as well as the following terms and conditions:

1. You will participate in the various routine and developmental tasks assigned to you by the institute, from time to time
2. Salary fixation in the new level has been done as per Office Order (Ref. No. S/1/3/) dated April 30, 2018
3. Other terms & conditions of your previous order of employment in the institute will remain the same.

In case of any clarifications, please contact your campus HR at hr.manager@pilani.bits-pilani.ac.in.

We appreciate your efforts in building the Institute and look forward to your continued contribution in achieving the Institute's goals. We wish you all the best in your performance in the upcoming years.

Yours sincerely,

(Dr. Ashish Gupta)

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